

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CRIME LABORATORY DIRECTOR

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to the positions located within the Department of Justice's State Crime Laboratory Bureau. The State Crime Laboratories perform complex scientific analyses in the areas of Drug Identification Chemistry; Fingerprint and Footwear Identification; Firearms and Toolmarks Identification; Photography; Questioned Documents Identification; DNA/Serology; Toxicology; and Trace Evidence Analysis. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses the position in the Department of Justice's Crime Laboratory Bureau which functions as a Director over the entire crime laboratory bureau. The State's Crime Laboratory Bureau provides scientific services to law enforcement through the analysis of materials, substances, chemicals, objects, devices, tools, machines, and individuals connected to felony criminal investigations.

Work involves strategic planning and guidance to the entire laboratory bureau; development of goals for the bureau related to case volume, quality standards, and customer service levels; analyzing capabilities, allocating and/or requesting resources, and providing information to executive staff and other interested parties as it relates to new laws impacting evidence submissions to the bureau; supervising the deputy bureau director; , policy development and planning; ;providing information to law enforcement and other interested parties regarding enhancements or changes in services available through the bureau; and performing special assignments within the program area. General direction is received from higher-level administrators.

The position allocated to this classification is primarily responsible for program policy development, strategic planning, and implementation.

Per Wis. Stats., sec. 111.81(13), "'Management' includes those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] commission." The position will participate in the formulation, and determination of management policy and establishing an original budget or the allocation of funds for differing program purposes.

C. Exclusions

While the focus of positions allocated to this classification is administrative/managerial, all positions in this classification require background in a professional laboratory environment and knowledge of forensic science.

Excluded by this classification specification are positions responsible for spending a majority (i.e., 50% or more) of their work time supervising employees in the performance of the following duties and functions, or performing the following:

1. Managing/supervising in program areas which are not primarily of a true scientific nature. For example, positions specializing in policy analysis, program planning, facility or regional planning, land use, program evaluation, purchasing, personnel, or budgeting activities which do not require the ongoing application of professional scientific principles and which are better identified within a different classification series;
2. Scientific work or analyses relating to the preservation of natural resources or environmental protection, or the management or supervision of such employees;
3. Functioning as first-line supervisors or managers of Chemists, Microbiologists, Medical Technologists, or other related scientists in laboratories other than the State's Crime Laboratories;
4. Positions functioning as managers or supervisors of the day to day operations of the laboratory locations that are more appropriately classified as Forensic Science Program Chief;
5. Non-supervisory and managerial duties as statutorily defined; and
6. All other positions which are more appropriately identified by other series.

D. Entrance Into This Classification

Employees enter this classification through competition.

II. DEFINITION

CRIME LABORATORY DIRECTOR

This is responsible professional managerial work in the field of laboratory management. The position allocated to this classification manages the Department of Justice's State Crime Laboratory Bureau which is comprised of multiple locations. This position is distinguished from other supervisory and management positions in the bureau as it maintains responsibility for overall strategic planning for the bureau as opposed to the Forensic Science Program Chief that manages the day to day operations of the lab location(s). Responsibilities include: design and manage the system wide goals and long term plans of the crime laboratory bureau; function as the

liaison between Federal and State agencies, the media, and other agencies or parties interacting with the laboratory bureau; develop policies and initiatives for the bureau; and establish the budget for the bureau. Positions at this level must keep abreast of changing scientific and technological developments related to forensic science and methods utilized by other state crime laboratories

General direction is received from higher level administrators.

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective April 19, 1992 and announced in Bulletin CC-392 as a result of the Science Survey. This classification was modified effective December 5, 2010 and announced in Bulletin OSER-0275-CLR/SC to reflect changes in the management structure of the Wisconsin Crime Laboratory System. The classification was modified effective October 7, 2012 and announced in Bulletin OSER-0319-MRS/SC to reflect changes of the Wisconsin Crime Laboratory System to the WCL Bureau and to update the duties identified.

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